

Adopted: April 16, 1991

**ACADEMIC SENATE  
OF  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California**

**AS-355-91/GE&BC  
RESOLUTION ON  
GENERAL EDUCATION CURRICULUM SUBSTITUTION**

- WHEREAS, The General Education and Breadth (GE&B) curriculum at Cal Poly has been thoughtfully and comprehensively developed within the guidelines of EO 338 and EO 342; and
- WHEREAS, Deviations from the GE&B program are sometimes necessitated on a case-by-case basis; and
- WHEREAS, Substitutions for courses within the GE&B program should be allowed only if they are consistent with the spirit of the general education and breadth policy; and
- WHEREAS, The faculty within the department offering a GE&B course has the greatest amount of expertise to evaluate the adequacy and consistency of a course requested to be substituted for that GE&B course; and
- WHEREAS, A student's advisor best understands the student's particular circumstances leading to the GE&B curriculum substitution request; and
- WHEREAS, The current form used for GE&B curriculum substitutions establishes a de facto policy which minimizes the input from the department offering the GE&B course requested for substitution; and
- WHEREAS, The current form used for GE&B curriculum substitutions is overly confusing and burdensome for the student; therefore, be it
- RESOLVED: That the attached form be used for all curriculum substitution petitions involving courses in the General Education and Breadth column.

Proposed by the Academic  
Senate General Education and  
Breadth Committee  
January 31, 1991

State of California

## Memorandum

**To:** Charles Andrews, Chair  
Academic Senate

**Date:** July 11, 1991

**File No.:**

**From:** Warren J. Baker  
President

**Copies:** R. Koob  
G. Irvin

**Subject: ACADEMIC SENATE RESOLUTIONS ADOPTED AT APRIL 16, 1991  
MEETING AS-355-91/GE&BC AND AS-356-91/LRPC**

This is the final response to James Murphy's memorandum of April 29 regarding the above cited resolutions which were adopted at the April 16, 1991 meeting.

Regarding Resolution AS-355-91/GE&BC, based upon the recommendations of the Vice President for Academic Affairs, I am accepting the recommendation of the Senate for the revision of the General Education Curriculum Substitution form. The format recommended will be developed and utilized as soon as feasible. However, I will point out there was concern expressed by the Academic Deans' Council over the lack of a dean's signature in the approval/signature process on this revised format. In the event problems occur with this new format, it may be necessary to revise the approval process again in the future.

I am also approving Senate Resolution AS-256-91/LRPC. As you are aware, the Academic Program Review Procedures have already been utilized in the recent Academic Program Evaluation Task Force review conducted this past Spring Quarter.

State of California

## Memorandum

**To:** Jim Murphy, Chair  
Academic Senate

**Date:** May 3, 1991

**File No.:**

**From:** Warren J. Baker  
President

**Copies:** R. Koob

**Subject:** ACADEMIC SENATE RESOLUTIONS ADOPTED AT APRIL 16 MEETING

This will acknowledge your memo of April 29 with which you forwarded five resolutions adopted by the Academic Senate at its April 16 meeting.

Resolution AS-352-91/EX was in response to the Statewide Academic Senate resolution relating to ROTC programs. I accept this resolution and will be guided by its contents.

Resolution AS-353-91/C&BC proposes a change in the Senate Constitution relating to Professional Consultative Services Representation and I understand that this proposal, along with others, will be brought to the general faculty for approval at a later date.

Resolution AS-354-91/C&BC relates to the Bylaws and internal operations of the Senate and requires no further action on my part.

The two remaining resolutions (AS-355-91/GE&BC, relating to General Education Curriculum Substitution, and AS-356-91/LRPC, dealing with Academic Program Review Procedures) have been forwarded to the Vice President for Academic Affairs for review.

PETITION: SUBSTITUTION FOR COURSES IN THE GENERAL EDUCATION BREADTH COLUMN  
See Reverse for Instructions on Use and Completion of Form

Name:  
Local Address:  
City, State, Zip

I.D. Number:  
Circle Career: U G TC CE VO  
Major:  
Concentration:  
Term Degree Expected:  
Catalog Years:

I REQUEST APPROVAL TO SUBSTITUTE:

COURSE PREFIX AND NO: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ UNITS: \_\_\_\_\_

TAKEN AT (OR TO BE TAKEN AT): \_\_\_\_\_

(Name of College or University)

FOR CAL POLY GENERAL EDUCATION BREADTH REQUIREMENT:

COURSE PREFIX AND NO: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ UNITS: \_\_\_\_\_

REASON FOR SUBSTITUTION: \_\_\_\_\_

HAS REPLACEMENT COURSE ALREADY BEEN COMPLETED? YES \_\_\_\_\_ NO \_\_\_\_\_

(Please attach course description if replacement course not taken at Cal Poly)

I ACKNOWLEDGE THAT APPROVAL MAY NOT ALTER PREREQUISITES FOR FUTURE COURSES IN MY MAJOR NOR  
CHANGE THE NUMBER OF UNITS REQUIRED FOR MY GRADUATION OR RESIDENCE.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

OBTAIN SIGNATURES 1, 2 and 3 IN THE ORDER LISTED, AND THEN RETURN FORM TO THE EVALUATIONS  
OFFICE:

1. Evaluations Office, Administration Bldg. 218

If this request is approved, will the student meet the General Education Breadth  
regulations as listed in:

Meets

Does Not Meet

Cal Poly catalog  
Title 5

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

2. I DO \_\_\_\_\_ DO NOT \_\_\_\_\_ RECOMMEND APPROVAL

\_\_\_\_\_  
Department Chair of Department Offering  
General Education Breadth Course

3. I DO \_\_\_\_\_ DO NOT \_\_\_\_\_ RECOMMEND APPROVAL

\_\_\_\_\_  
Student's Advisor

Comments: \_\_\_\_\_

I DO \_\_\_\_\_ DO NOT \_\_\_\_\_ APPROVE

\_\_\_\_\_  
Vice President for Academic Affairs

Copies: Original-Records Office Copy-Student Copy-Major Department Copy- G.E. Department

SUBSTITUTION PETITION FOR COURSES IN THE  
GENERAL EDUCATION BREADTH COLUMN

Explanation on Use of Form and Processing of Request

- A. This form should be used to request substitution for only those Cal Poly courses listed in the General Education Breadth column of the curriculum sheet.
  - B. If the replacement course being used is not a Cal Poly course, attach a course description or outline to the request, if at all possible. The Cal Poly Library maintains a national catalog microfiche collection and has a microfiche reader-printer available.
  - C. After obtaining the form at the Records Office, Administration Bldg. room 222, please fill out the student portion (above the dotted line) and leave the form for action by the Evaluations Office in one of the following two ways:
    - 1) Leave it at the Evaluations Office front desk, Administration Bldg. room 218, between 11 A.M. and 1 P.M.
    - 2) Deposit it in the Records Office drop box from which it will be retrieved by Evaluations staff.
- NOTE: In either of the above situations, the form may be picked up from the Evaluations Office starting the following workday between 11 A.M. and 1 P.M. Should this time frame be impossible for you, please contact the Evaluations Office by telephone, (805) 756-2396.
- D. After the form is picked up from the Evaluations Office, obtain signatures 2 (Department Chair of Department Offering the GEB course) and 3 (student advisor). These signatures must be obtained in the order listed.
  - E. Return the form to the Evaluations Office between 11 A.M. and 1 P.M., or to the Records Office drop box any time.
  - F. Evaluations Office staff will forward the form to the Office of the Vice President for Academic Affairs for final review.
  - G. When recommendation on the request is finalized, student and departmental copies will be distributed by the Evaluations Office.

# Memorandum

CAL POLY  
SAN LUIS OBISPO  
CA 93407

To : Robert D. Koob  
Vice President for Academic Affairs

Date : 21 May 91

File No.:

Copies



From : Glenn Irvin *G. Irvin*  
Associate VPAA

MAY 22 1991

Subject: Senate Resolution: AS-355-91/GE&BC

Bob,

I worked with the GE&B Committee to develop the proposed Curriculum Substitution form and agreed with their approach.

As you know we discussed the new form with the Deans; their consensus was that the dean's signature should remain. However, if the student's adviser, student's department head, and student's dean are aligned against the recommendation of the GE&B department head, there isn't much hope for preserving the integrity of GE&B offerings. Although I don't like sending a message that the dean is separate from the curricular process, in this case my experience is that when the GE&B course is offered by a department outside the dean's school, the dean has not been felt compelled to support GE&B.

My recommendation is that we support the Senate resolution. If we must include a dean's signature, let it be the dean of the GE&B department offering the course.

You understand as well as I that this is at best a cosmetic change. The real problem is the structure of the GE&B program and inadequate class access. We'll address those down the road.